Public Administration and Emergency Management

Class Meets: Tuesdays & Thursdays 7:05 – 8:20 PM
Location: Tupper Hall 204

Course Syllabus

Fall ’07–’08

Jack Mthenjane
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INSTRUCTOR: Jack Mthenjane CPM, MPA

Department of Business and Public Administration

Shaw University
118 East South Street
Raleigh, North Carolina 27601
Classroom Policy

Students and faculty will demonstrate a code of personal honor, which is based upon courtesy, integrity, common sense, and respect for other both within and outside the classroom. The College reserves the right to suspend a student for conduct that is detrimental to the college.

Text required for Course


Course Description and Objectives:

This course provides an overview in the field of emergency management, with particular attention to the roles of local government and non profit organization in disaster management. Major organizational and policy problems, resulting from environmental hazards will be examined as well as challenges that public administrators face to implement such policies. Lessons will be drawn from national and international disasters.

Objectives

The student will:
- Acquire an introduction to the field of Public Administration.
- Acquire an understanding of how environmental crisis can influence policy change.
- Understand how public administration and their central role can be impacted by ever changing environment.
- Improve understanding of the role of career administrators in making government work effectively.
- Gain an insight into the importance of public administrators, and those who must interact with them, must endeavor to remain current in the new concepts constantly introduced into the field.

Assessment Methods

Students will receive credit through the completion of two examinations, one mid-term and the other a final, through completion of executive summaries for assigned readings and the submission of a research paper. The course breakdown of the final grade is made in the following manner:

Mid-term Examination = 25%
Final Examination = 25%
Executive Summaries = 25%
Research Paper = 25%

The course grade will be based as follows:

90% and above = A
80% to 89% = B
70% to 79% = C
60% to 69% = D
Below 60% = F
Examinations: The mid-term examination will be designed to measure the student’s understanding of the material dated through October 4th. The mid-term examination will be posted on October 1st and removed on October 10th. In the same manner, the final examination will be posted on November 30th and removed on December 10th. The final examination will cover material dated through December 5th. The examinations will be composed of short and long essay questions. Assigned readings will assist the student in preparing for the examination.

Special Note: * There will be a lot of reading in this course

- All students must complete faculty/course evaluation on line toward the end of the semester
- All students are expected to utilize library resources in completing their assigned projects.

Executive Summaries: Executive summaries are designed to replace the opportunity students normally have to participate in class discussions and will be relevant to the examinations. Students will submit their executive summaries by e-mail to the instructor every week. The process for completing and submitting the executive summaries is outlined in greater detail in the course introduction on the Blackboard site. Be sure to read the Guide to Writing an Executive Summary.

Executive summaries are due as follows:

Unit One
Part I & II by August 30th
Part III by September 20th

Unit Two
Part I & II by October 18th

Unit Three
Part I by November 15th
No assignment due to thanksgiving

Research Pare due November 31st

Executive summaries will be graded as follows:
On-time and correct = 5 points
On-time with errors = 1 to 4 points
Submitted after the deadline = 0 points  
No submission or no effort in a submission = -5 points

All work, including executive summary scores will be posted in the Blackboard on-line grade book.  
Failure to submit more than 20% of the required summaries will result in the student being given a failing grade for the course.

**Research Paper:** The student will write a “Policy Problem Paper.” Policy Problem Paper topics must be submitted by email for “approval instructor” no later than September 20th.

Whichever you choose, the research paper required for this course is to be prepared in a very strict form. The problem paper is to be formatted as follows and will be evaluated according to the following rubric, with 35% possible:

- An executive summary (4%)  
- Problem statement (6%)  
- Discussion of similar problems or related issues (5%)  
- Discussion of potential solutions found in research (5%)  
- Suggested alternatives available to address this particular problem (5%)  
- Recommendation as to a specific solution for the problem (6%)  
- References (4%)  

The student must use either Times New Roman or Arial type, in a 12-point font. The paper is to be submitted, by e-mail, no later than November 15, 2007, to the instructor’s Shaw univ e-mail address as listed above. Research papers are to be a minimum of **fifteen pages and a maximum of twenty pages**, excluding the cover sheet.

Any deviation from style, form, topic, or length will result in a significant reduction in your grade for the research paper. Failure to submit a research paper will result in an automatic failure of the course.

**Student Classroom Decorum Expectations:**

To enhance the learning atmosphere of the classroom, students are expected to dress and behave in a fashion conducive to learning in the classroom. Students should dress up on Shaw Pride Tuesday. Students should refrain from disruptive classroom behavior (i.e., talking to classmates, disrespectful responses to teacher instructions; swearing; wearing clothes that impede academic learning such as but not limited to, wearing body-revealing clothing and excessively baggy pants; hats/caps, and/or headdress. Students should turn off telephones prior to entering the classroom. Students who exhibit the behaviors described above, or similar behaviors will be immediately dismissed from class at the third documented offense. The student will be readmitted to class only following a decision by the department chair. The student may appeal the decision of the department chair to the Dean of the College offering the course, and, subsequently, to the Office of the Vice President for Academic Affairs, and then to the President of Shaw University. The decision of the President will be final. Failure to follow the procedures herein outlined will result in termination of the appeal, and revert to the decision of the department chair.
Each behavior construed by the teacher/professor as non-contributive to learning will be recorded, properly documented, and appropriately reported to the student and to the chair of the academic department offering the course. The report will be in written form with a copy provided to both the student and the department chair. The faculty member should retain a copy for his/her own records.